



BENTON COUNTY JAIL VIDEO CONFERENCING PROTOCOL

The United States Probation/Pretrial Services Office in Eastern Washington is pleased to announce the availability of video conferencing between our three office locations (Spokane/Yakima/Richland), and the Benton County Jail. To assist the court process, we are offering the use of our system to the U.S. Attorney's Office, Federal Public Defender's Office, CJA panel members, and the defense bar, to facilitate contact with Federal inmates housed at the Benton County Jail located in Richland, Washington.

Procedure to arrange for a video conference interview at the Benton County Jail: Attorneys are asked to contact the video conferencing coordinators (VCC) at the respective U.S. Probation Offices to schedule a video conference with Federal inmates housed in the Benton County Jail.

- 1. Please call Probation/Pretrial Services in the Eastern District of Washington and ask to speak with the video conference coordinator:**

Spokane - Main Office (509) 742-6300

VC Coordinators (direct phone numbers): Shelli (742-6300), Jennifer (742-6312) Vicki (742-6324), Wendy (742-6322), or Nancy (742-6317)

Yakima - Main Office (509) 574-5535

VC Coordinators: Lillian (574-5522), Olivia (574-5524)

Richland - Main Office (509) 943-8130

VC Coordinator: Shelly (943-8131)

- 2. Provide necessary information to arrange the interview:**

- √Requestor's/attorney's name
- √Requestor's/attorney's phone number or e:mail address
- √Inmate's full name
- √Preferred date and time for interview
- √Alternate date and time for interview
- √Anticipated length of interview

3. **Benton County Jail would prefer a 24-hour notice to schedule an interview, but will do their best to accommodate a shorter notice.**

**Please request an interview Monday through Friday between these times:
8:30 a.m - 11:00 a.m or 1:30 p.m. - 4:00 p.m.**

4. **The VCC will contact designated personnel at Benton County Jail and provide the necessary information for scheduling the interview, and will also insure that the conference room in the probation office is available for the scheduled interview date and time.**
5. **The VCC will contact the attorney with the confirmed date and time of the interview once coordinated with Benton County Jail.**
6. **On the scheduled day and time of the interview, the attorney will be accompanied to the conference room in the probation office by the VCC and connected via video conference with Benton County Jail.**
7. **At the conclusion of the interview, the VCC will disconnect the video conference call between the probation office and Benton County Jail.**

The Benton County Jail Video Conferencing Protocol is available through the Eastern District of Washington Public Web Page at www.waed.uscourts.gov.

Any questions regarding this procedure can be directed to Nancy Wideman, (509) 742-6317.